

# **Training and Education Policy**

Status: Final Draft

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For: Division

## **a. Introduction**

History by its very nature includes outreach, training, and mentoring. Public understanding and appreciation for heritage benefits Utah's quality of life, economic prosperity and overall well being. The Utah Division of State History (State History) is able to utilize public and private partnerships to leverage tax dollars to provide the public with scholarly information relating to our State's written history, architectural history, historic preservation, archaeological information, as well as the diverse array of historic items curated by State History staff.

This policy provides for State History to fulfill its mandates and participate in training and education projects in the most effective ways, particularly through partnerships and collaborations. This policy defines the philosophy and procedures for staff involvement in training and educational projects, within a state government framework.

The intention is that State History will find effective ways to reach varied publics through the use of publications, multi-media, meetings, conferences, training events, sponsorship, and coordination with professional educators. State History's involvement in education should complement and may assist the work of other public and private organizations. Nearly 700,000 individuals use State History's services in-person and on-line each year.

State History is governed by federal and state mandates.

Section 101(b)(3)(G) of the National Historic Preservation Act (Title 54), directs that it shall be the responsibility of the State Historic Preservation Officer to "provide public information, education and training, and technical assistance in historic preservation."

While neither training nor education is implicitly mentioned in Utah Code Title 9 Chapter 8, it is implied in numerous passages, including Sections 203, 206, 304, and 309. Further, "education" is one of four pillars of the Department of Heritage and Arts. Many of the mandated functions completed by State History staff are inherently educational in nature. In practice, history results in and offers an educational product.

## **b. Policy: Existing Training and Education Projects**

State History is composed of numerous programs that benefit the public through training and educational efforts. These efforts optimize benefits to the public through cooperation and participation from our partners and consist of various publications, multi-media outlets, meetings, conferences, training events sponsorship, and work with educators.

### **(1) Publications and Multi-media Efforts**

State History publishes and uses our website and social media consistent with Board Policy, Publication and Multi-Media Policy (Approved 06/07/2012) and in a manner that effectively disseminates educational information about our programs, services, and general topics of interest pertaining to Utah's history, cemeteries, and archaeology.

Utah Code 9-8-206(1)(a) directs State History to "compile and publish an historical magazine." State History has published the *Utah Historical Quarterly (UHQ)* since 1928, with articles, essays, book reviews, and book notices. The *UHQ* also offers quarterly events and web supplements to the public. We

further use social media to promote and publicize the work of *UHQ* and add statewide value for the citizens of Utah.

Utah Code 9-8-203(c)(i) directs State History to “create and maintain a computerized record of cemeteries and burial locations in a state-coordinated and publicly accessible information system.” This data is available on our website and is frequently used for educational purposes by the public and genealogical organizations. Over 600,000 burial records are available online.

We also produce and manage rich online educational resources, including the popular websites “I Love History,” and “Utah History to Go,” and the Monuments and Markers Database that contains the locations and text of historic markers throughout the state.

Utah Code 9-8-203(1)(a) directs State History to “Stimulate research, study, and activity in the field of Utah history and related history”; and further to (e) “Administer, collect, preserve, document, interpret, develop, and exhibit historical artifacts, documentary materials, and other objects relating to the history of Utah for educational and cultural purposes.” State History manages a research center on site that is focused on providing online resources for the public. These includes: an online catalogue, a list of collection inventories, and online photo materials.

9-8-304(2)(b) directs the Antiquities Section to “promote research, study, and activities in the field of antiquities;” State History serves as the repository for archaeological inventories and archaeological site records. This protected information is not available to the public, but is used by professionals to generate educational materials.

## **(2) Meetings, Conferences, and Training Events**

As directed under Utah Code 9-8-203, State History has an extensive record of working with public and private partners to plan and host meetings, conferences, and training events. These include a State History Conference (held for more than sixty years), the Utah Preservation Conference and an Archaeology and Preservation Open House (held for over thirty-years), and *UHQ* quarterly events which take place in different cities throughout Utah. The annual State History Conference includes a variety of professional papers, panels, and workshops free to the public. We partner annually with the Utah Heritage Foundation to organize the Utah Preservation Conference. This conference also functions as mandated training for Utah’s Certified Local Governments consistent with 36 CFR Part 61.4. May is Archaeology and Preservation Month. We coordinate and list events throughout the state that are sponsored by public and private partnerships. We traditionally kick off with an open house that features educational activities for children.

State History staff members participates in professional conferences to share their research insights and keep abreast of other research in their respective fields in order to continue to provide the public with scholarly and accurate information.

Utah Code 9-8-309(1)(b) states “if the local law enforcement believes ... that a person may have discovered ancient human remains...” State History conducts numerous training events for law enforcement personnel to educate them to make informed decisions toward the identification of human remains.

## **(3) Work with Professional Educators**

State History staff work with university and college professors to provide academic internships within our division. Our historians coordinate with professional educators to produce materials for students and advise on Utah history curriculum, for example *UHQ* is sponsoring and coordinating production of a new

college-level Utah history textbook. State History also partners with the University of Utah Press and other universities as a joint publisher of Utah history materials consistent with 9-8-203.

Utah Code 9-8-203 directs State History to “promote, coordinate and administer: (i) Utah History Day at the Capitol under Section 63G-1-401; and (ii) the Utah History Day program affiliated with National History Day which includes a series of regional, state, and national activities and competitions for students from grades 4 through 12.” The Utah History Day mission is to promote historical inquiry, knowledge and understanding, conduct teacher training and student workshops, coordinate and sponsor local, regional, and annual competitions, and facilitate attendance to and assistance at the National competition. In only its second year under State History’s umbrella, the program had over 5,000 student participants.

#### **(4) Ongoing Evaluation**

State History will continue to evaluate outcomes of these activities in terms of: costs of staff time and/or financial resources; public value; leverage of State History investment; return on investment; priority of mandates; priorities for staff work; stakeholder needs and desires; partnerships; and possible alternatives. Evaluations and/or recommendations for termination of a training or education project would be recorded in the minutes of State History’s Coordinators’ Council (an internal division leadership group). The Director would make the final determination regarding the value of the project.

#### **c. Policy: New Training and Education Opportunities**

When a partner (e.g. federal or state agencies, academic institutions, K-12 schools, or special interest groups) proposes that State History sponsor or partner in a training or educational opportunity, the Director will make his/her decision on whether to participate in the opportunity and to what extent, based on specified criteria, including: expected outcomes; costs in terms of staff time and/or financial resources; public value; leverage of division investment; return on investment; priority of mandates; priorities for staff work; stakeholder needs and desires; partnerships; and possible alternatives.

Isolated opportunities requiring less than ten hours of staff time will not require approval. No training or education project would be approved that weakens State History’s ability to deliver hard mandates where services are offered to promote business development and general public service. The approval for each new training and/or education project shall be recorded in the minutes of the Coordinators’ Council. Staff working on the project shall have their responsibilities included in their performance plans. All new projects produced in cooperation with other partners shall be governed by an agreement, which may be formal or informal.

#### **(1) Approval Procedures**

Any proposer for a new training or education opportunity shall prepare a written request or business case to the Director and Coordinators’ Council. The request shall be pertinent to federal statute, State Code, Rule, and Board Policy and shall include the following: Need, purpose, and public value; how the project will support State History’s mandates’ and its contribution to the understanding of Utah history.

After review and discussion with the proposers, the Coordinators’ Council, and the Director may suggest changes, request more information, and approve or deny the proposal. The Director may place conditions on the project. As stated above, the final decision rests with the Director.